



POLICY AND PROCEDURE

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

COMMAND OFFICER PROFESSIONAL DEVELOPMENT AND IMPROVEMENT

No.

EFFECTIVE DATE:

Draft -
4/23/2012

Issued by: Fire Chief
Policy No.

Authority: Montgomery County Code Section 21-2.(d)(2)
Supersedes: FRC Policy No. 23-05AM

Effective Date:

Section 1. Purpose: To improve or maintain the knowledge, skills, and abilities of Montgomery County Fire and Rescue Service Certified Chief Officers.


Section 2. Applicability. This policy applies to all Certified Chief Officers.

Section 3. Definitions.

- a. **Certified Chief Officer.** An MCFRS officer who has achieved the training and experience requirements identified in the *Certification Standards for Training, Experience, and Credentialing Requirements* Executive Regulation, and has been certified at the rank of Battalion Chief or above by the Fire Chief.
- b. **Command Officer Professional Development and Improvement (COPDI) Program Manager.** Individual assigned by the Fire Chief to develop, administer, and manage COPDI training.
- c. **MCFRS Sponsored Training Course.** COPDI training, generally offered by the Montgomery County Fire and Rescue Public Service Training Academy, and approved by the Fire Chief.
- d. **Non-Sponsored Training.** Training that is not offered by the MCFRS Training Academy, but meets the National Fire Protection Association Standard 1021, *Fire Officer Professional Qualifications*, and the established COPDI training objectives for the calendar year.

Section 4. Policy.

- a. With the exception of Section 4.b. below, all **Certified Chief Officers** must successfully

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complete a minimum of twelve hours of COPDI training each calendar year. Six of the twelve required hours must be completed by attending **MCFRS Sponsored Training Course**. **COPDI** training may also be obtained by attending **Non-MCFRS Sponsored Training**. However, to receive credit, the **Non-MCFRS Sponsored Training** must be approved by the Fire Chief or designee.

- b. An individual who has been promoted to a **Certified Chief Officer** position must complete one hour of **COPDI** training for each full month served as a **Certified Chief Officer**. This requirement also applies to career Captains on the eligibility list for Battalion Chief if appointed to act as a Battalion Chief by the Fire Chief or designee.
- c. Personnel who fail to successfully complete the required COPDI training are not qualified to serve as a **Certified Chief Officer**. A **Certified Chief Officer** who is removed or who otherwise becomes disqualified to serve as a **Certified Chief Officer** because of a failure to meet the required training hours described in Section 4. a. above, must fully satisfy the **COPDI** training requirement before being reappointed to a **Certified Chief Officer** rank.
- d. The MCFRS Training Section must provide at least thirty-six hours of **COPDI** training each calendar year in six different three-hour programs.
- e. Duplicate credit for **COPDI** training is prohibited.

Section 5. Procedure.

- a. **COPDI** training opportunities will be announced and appropriately advertised by the **COPDI Program Manager**.
- b. Personnel must register for **MCFRS Sponsored Training** in accordance with established procedures.
- c. Personnel must submit a completed **COPDI Program Approval Request Form** (attached) to the **COPDI Program Manager** by December 31st of each year to obtain **COPDI** credit for **Non-MCFRS Sponsored Training**.
- d. Personnel may request that **Non-MCFRS Sponsored Training** be approved in advance by the **COPDI Program Manager**.



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Section 6. Appeals.

- a. An individual aggrieved by a decision of the **COPDI Program Manager** may appeal the decision to the MCFRS Training Officer.
- b. The MCFRS Training Officer or Fire Chief may grant exceptions to this policy on a case-by-case basis.

Section 7. Enforcement. The Fire Chief is the enforcement authority for all policies and regulations of the Montgomery County Fire and Rescue Service.

Section 8. Effective Date. This policy is effective on _____.


Attachment: *COPDI Program Approval Request Form.*

Approved:

Richard R. Bowers, Fire Chief
Montgomery County Fire and Rescue Service

Date

N&O 4/23/2012

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